

Appendix H-1

DOCUMENTATION REQUIREMENTS FOR CAPITAL IMPROVEMENTS

IGO/Task Order

1. Cover Letter requesting an IGO/task order in accordance with the Implementation Agreement, include project name and project number; include amount of request. The amount requested should be the total amount available (amount approved by the Secretary plus the allowed contingency amount).
2. Estimated Necessary Expense Sheets (Appendix B-3 and B-9) for the project as a whole

Partial Payment/Reimbursement

1. Cover Letter requesting payment and attesting to compliance with the SNPLMA Implementation Agreement, the terms and conditions of the IGP/Task Order, (include IGO/Task Order number), Federal Acquisition Regulations, and agency contracting and constructing policies.
2. Agency Inspection Report for work completed
3. Receipts for Direct Costs (e.g., government furnished supplies/materials).
4. Final Payment Invoice for any contracts completed
5. Notices of Completion and Release of Claims for any contract completed from Primary Contractor (and Sub-Contractors if applicable). BLM, FWS, and NPS should utilize standard DOI Release of Claims form DI-137 (Rev. July 1996). FS should utilize a comparable Department of Agriculture form.
6. Agency fiscal records for eligible direct labor, travel, and official vehicle use, and other necessary expenses. If not included on fiscal records for direct labor provide the name of the individual(s), role on the project, number of hours requested, and pay rate per hour. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. For official vehicle use, annotate fiscal records to demonstrate appropriate project use of official vehicles..
7. Project Equipment: (a) identify the equipment and its project function, (b) certify the percent utilized by the project and the time period required by the project, (c) note whether equipment is previously leased, newly leased or purchased, and (d) explain circumstances where purchase resulted in cost saving over leasing. In the case of purchased equipment, the final reimbursement request should certify the "per unit fair market value" including the source or method for determining the value and make appropriate deductions if necessary. In the case of leased equipment, the final reimbursement should certify that the lease has been terminated and/or lease costs transferred to another funding source.

Payment/Reimbursement Upon Completion of the Project: Submit the above documentation, plus the following:

8. Final Inspection Report upon completion of the project.